

# FC 061 Purchase Orders

## Objective

To ensure we properly control all purchasing activity and properly order only those goods and services the Company legitimately requires that meet or exceed our standards.

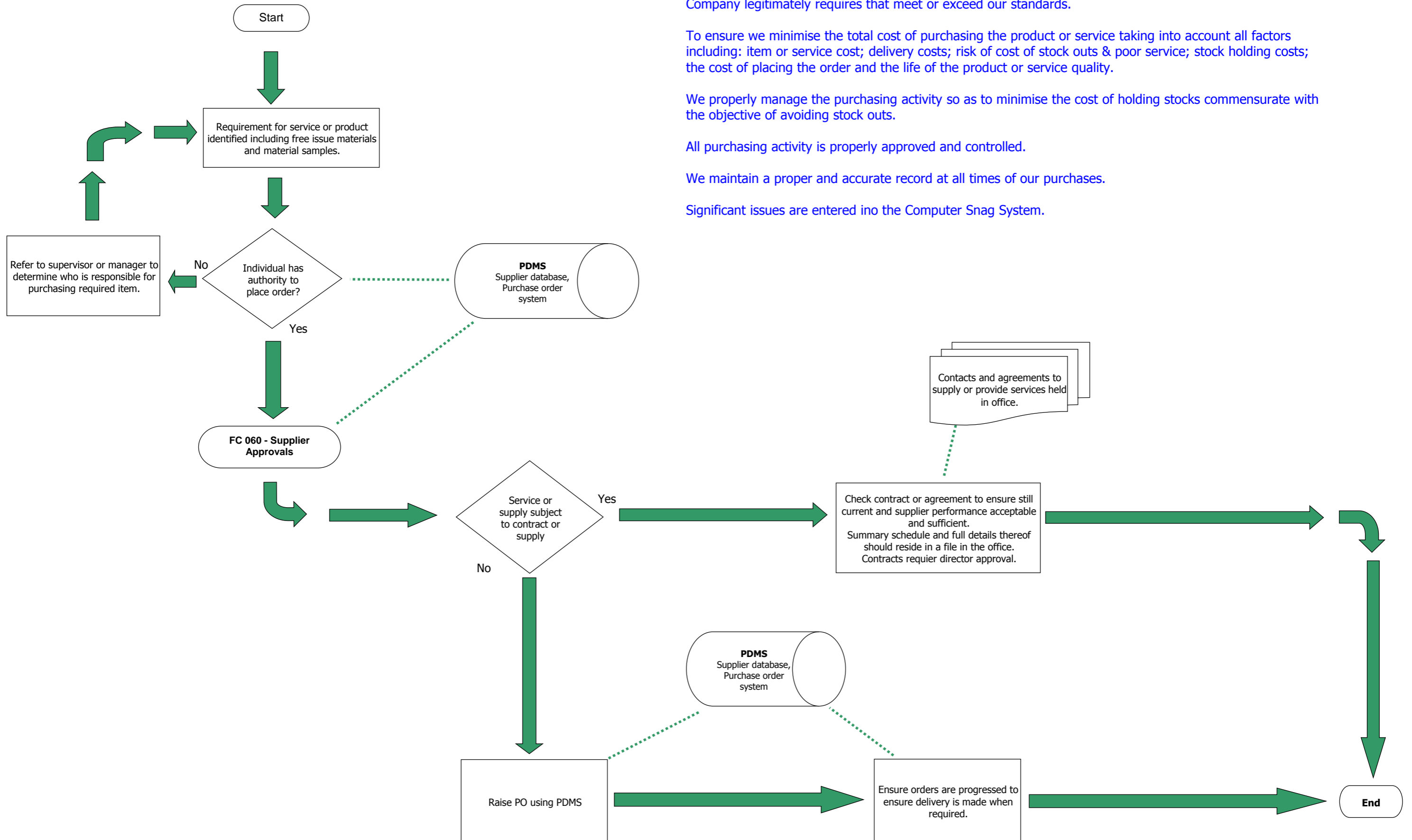
To ensure we minimise the total cost of purchasing the product or service taking into account all factors including: item or service cost; delivery costs; risk of cost of stock outs & poor service; stock holding costs; the cost of placing the order and the life of the product or service quality.

We properly manage the purchasing activity so as to minimise the cost of holding stocks commensurate with the objective of avoiding stock outs.

All purchasing activity is properly approved and controlled.

We maintain a proper and accurate record at all times of our purchases.

Significant issues are entered into the Computer Snag System.



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